

# ***PBS ProCount Business Solutions***

*"Expertise That Counts"*

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## Pre-Hire Checklist

1. Type of Entity.  
Sole Proprietor, Partnership, Corporation, LLC or LLP. \_\_\_\_\_
2. Software used for data entry. \_\_\_\_\_
3. Approximately how many transactions per month?  
This includes checks, debit cards, atm transactions and deposits. \_\_\_\_\_
4. Do you have employees? If so how many? \_\_\_\_\_
5. Do you collect and pay sales tax? \_\_\_\_\_
6. Do you use credit cards? If so how many? \_\_\_\_\_
7. Do you have bank loans? If so how many? \_\_\_\_\_